services. Requires expertise in laws, regulations, decisions and case law. Directs subordinate managers and staff.

As of:	12/	01/	/20	16
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Job C	ode Catalog: Leg	al		As of: 12	2/01/201	L6
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM010	Mgr, Legal Prgm Svcs	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	M
interpret, and imple	tary The activities of a division that we and formulates programmatic perents program policies and programments program and staff.	olicy. Develops	Entry Qualifications Bachelor's degree in college or university management/super	an appropriate majo AND Two years of		
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM011	Sr Mgr, Legal Prgm Svcs	Front Line Mgr	Senior Manager	Professionals	SWD	Ν
interpret, and imple	e activities of a division that will and formulates programmatic p ments program policies and pro- te managers and staff.	olicy. Develops	Entry Qualifications Bachelor's degree in college or university in area of assignmen lower level Mgr, Leg equivalent.	an appropriate majo AND Four years of n It OR One year of ex	nanagement ex perience require	perience
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM012	Dir, Legal Prgm Svcs	Mid Level Mgr	Director	Officials and Administrators	SWD	0
interpret, and imple	ary the activities of a division that wand formulates programmatic parents program policies and proceadership to subordinate manage	olicy. Develops cedures.	Entry Qualifications Bachelor's degree in college or university in the area of assign at the lower level Sr equivalent.	an appropriate majo AND Six years of ma ment OR Two years	nnagement expe of experience re	erience equired
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM020	Mgr, Legal Svcs	Front Line Mgr	Manager (1,2,3)	Professionals	SWD	Ν
services. R	ary the work of staff providing a vari equires expertise in laws, regula aw. Directs subordinate supervis	ations, decisions	Entry Qualifications Juris Doctorate from licensed to practice legal experience.	an accredited colleg	-	
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEM021	Sr Mgr, Legal Svcs	Front Line Mgr	Senior Manager	Professionals	SWD	Ο
Job Summ Directs the	ary e work of staff providing a variet	y of legal	Entry Qualifications Juris Doctorate from		ge or university	AND

legal experience.

licensed to practice law in Georgia AND Three years of related

Directs subordinate managers and staff.

As of:	12/	01/	'20	16
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Job C	ode Catalog: Lega	31		AS OT: 1	Z/UT/ZUJ	Lb	
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade	
LEM022	Asst Dir, Legal Svcs	Front Line Mgr	Assistant Director	Professionals	SWD	Р	
Plans and assists with the work of staff providing a variety of legal services. Requires expertise in laws, regulations, decisions and case law. Provides leadership to subordinate managers and staff.		s, regulations,	Entry Qualifications Juris Doctorate from an accredited college or university licensed to practice law in Georgia AND Four years of management related legal experience.				
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade	
LEM023	Dir, Legal Svcs	Mid Level Mgr	Director	Officials and Administrators	SWD	Q	
services. R and case la	the work of staff providing a varial dequires expertise in laws, regular aw. Directs and provides leaders te managers and staff.	tions, decisions	Entry Qualifications Juris Doctorate from licensed to practice I management related	aw in Georgia AND I	-	AND	
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade	
LEM030	Administrative Law Judge	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	SWD	Q	
adjudicate	and conducts administrative hear es cases involving issues arising u ws and rules and regulations of st	nder state and	Juris Doctorate from licensed to practice lyears AND a membe Association of Georg	aw in Georgia AND properties of good standing w	practicing for Se	even	
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade	
LEM031	Dep Div Dir, Admin Law Judge	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	SWD	R	
Job Summ	ary		Entry Qualifications				
and adjud	sts with, and conducts administra icates cases involving issues arisinal lal laws and rules and regulations	ng under state	Juris Doctorate from licensed to practice I years AND a membe Association of Georg Administrative Law J	aw in Georgia AND p r of good standing w ia AND previous exp	practicing for Se with the State Ba	even	
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade	
LEM032	Div Dir, Admin Law Judge	Front Line Mgr	Manager (1,2,3)	Officials and Administrators	SWD	S	
Job Summ	ary		Entry Qualifications				
adjudicate	and conducts administrative hear es cases involving issues arising ur ws and rules and regulations of st	nder state and	Juris Doctorate from licensed to practice I years AND a membe	aw in Georgia AND	practicing for Se	even	

Association of Georgia AND previous experience as an

Administrative Law Judge Division Director or Assistant Chief.

-f. 12/01/2010

Job C	ode Catalog: L	egal		As of: 12	2/01/20 1	L6		
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade		
LEP010	Adjudicator 1	Professional	Professional	Professionals	SWD	Н		
or recomn governme	ary ervision, assists in conductinend decisions on claims or or programs or other gover or prepares decisions.	appeals concerning	or university OR Th	n a related area from tree years of experien	a related area from an accredited college e years of experience in interpreting and ng program eligibility.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade		
LEP011	Adjudicator 2	Professional	Professional	Professionals	SWD	I		
recommer governme	eral supervision, conducts land decisions on claims or apout programs or other gover and prepares decisions.	peals concerning	or university AND Tapplying laws regard experience interpredigibility OR Two y	n a related area from Two years of experienting program eligibilitieting and applying law rears of experience reconstition (LEP010) or position of	ce interpreting a ty OR Four year as regarding pro quired at the lo	and s of gram		
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade		
LEP012	Adjudicator 3	Professional	Professional	Professionals	SWD	K		
recommer governme	ary ad supervision, conducts he ad decisions on claims or ap ant programs or other gover and prepares decisions. May	peals concerning nment-related	or university AND I interpreting and ap	n a related area from Three years of profess oplying laws regarding Tience required at the	ional experienc program eligibi	e in lity OR		
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade		
LEP013	Adjudicator Spv	Supervisor	Supervisor	Professionals	SWD	L		
of subordi hearings to appeals co	s, guides, and/or instructs the nate staff. Oversees person o decide or recommend deconcerning government progent-related matters. Manage	nel conducting cisions on claims or rams or other	or university AND Finterpreting and ap	n a related area from Four years of profession oplying laws regarding Fience required at the	onal experience program eligibi	lity OR		
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade		
LEP020	Attorney 1	Professional	Professional	Professionals	SWD	K		
Job Summ	ary		Entry Qualification	ıs				

Under supervision, provides analysis and/or recommendations on legal issues within the scope and authority of the agency. Acts as a liaison or representative between the agency and Department of Law.

Juris Doctorate from an accredited college or university AND license to practice law in the State of Georgia OR eligibility to sit for the next Georgia Bar examination OR reciprocity (must obtain Law License). Note: Some positions may not allow the eligibility clause.

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP021	Attorney 2	Professional	Professional	Professionals	SWD	L
Job Summ	ary		Entry Qualifications			

Under general supervision, provides analysis and/or recommendations on legal issues within the scope and authority of the agency. Acts as a liaison or representative between the agency and Department of Law.

Juris Doctorate from an accredited college or university AND license to practice law in the State of Georgia OR eligibility to sit for the next Georgia Bar examination OR reciprocity AND One year of relevant legal experience OR One year of experience required at the lower level Attorney 1 (LEPO20).

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP022	Attorney 3	Professional	Professional	Professionals	SWD	M

Job Summary

Under broad supervision, provides analysis and/or recommendations on legal issues within the scope and authority of the agency. Acts as a liaison or representative between the agency and Department of Law.

Entry Qualifications

Juris Doctorate from an accredited college or university AND license to practice law in the State of Georgia OR eligibility to sit for the next Georgia Bar examination OR reciprocity AND Two years of relevant legal experience OR Two years of experience required at the lower level Attorney 2 (LEPO21).

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP023	Attorney 4	Professional	Professional	Professionals	SWD	N

Job Summary

Under limited supervision, oversees the provision of analysis and/or recommendations on legal issues within the scope and authority of the agency. Handles complex issues. May act as a lead worker and/or supervise support staff.

Entry Qualifications

Juris Doctorate from an accredited college or university AND license to practice law in the State of Georgia OR eligibility to sit for the next Georgia Bar examination OR reciprocity AND Three years of relevant legal experience OR Three years of experience required at the lower level Attorney 3 (LEP022).

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP030	Contracts Administrator 1	Professional	Professional	Professionals	SWD	I

Job Summary

Under supervision, develops, processes, approves, and oversees legal contracts and compliance within the guidelines. Monitors performance of assigned contracts.

Entry Qualifications

Bachelor's degree from an accredited college or university OR Four years of contracting-related experience.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP031	Contracts Administrator 2	Professional	Professional	Professionals	SWD	J

Job Summary

Under general supervision, develops, processes, approves, and oversees legal contracts and compliance within the guidelines. Monitors performance of assigned contracts.

Entry Qualifications

Bachelor's degree from an accredited college or university AND One year of contracting-related experience OR Five years of contracting-related experience OR One year of experience required at the lower level Contracts Administrator 1 (LEP030) or equivalent position.

As of:	12/	01/	/20	16
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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP032	Contracts Administrator 3	Professional	Professional	Professionals	SWD	K
and overse	ary ad supervision, develops, proces ees legal contracts and complian . Monitors performance of assign	ce within the	Entry Qualifications Bachelor's degree fro Two years of contract contracting-related e required at the lower or equivalent position	ting-related experie xperience OR Two y level Contracts Add	ence OR Six year years of experie	s of nce
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP033	Contracts Administrator Spv	Supervisor	Supervisor	Professionals	SWD	L
of subording and appropriate and appropriate federal and the subsection of the subsection of subording and appropriate and app	any, guides, and/or instructs the wonate staff. Supervises the develowal of legal contracts and complidistate laws, rules and regulationatal guidelines.	pment, process, ance within	Entry Qualifications Bachelor's degree fro Three years of contra lead capacity OR Seve Two years of which in experience required a 3 (LEP032) or equival	cting related exper en years of contract n a lead capacity OR at the lower level Co	ience, One of witing related expe Three years of	hich in erience,
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP040	Legal Analysis Spec 1	Professional	Professional	Professionals	SWD	J
	ervision, provides legal analysis s division, or department. May act		Entry Qualifications Bachelor's degree in administration or relauniversity OR Three y	ated area from an a	ccredited colleg	e or
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP041	Legal Analysis Spec 2	Professional	Professional	Professionals	SWD	K
_	eral supervision, provides legal a ram, division, or department. Ma	•	Entry Qualifications Bachelor's degree in administration or relauniversity AND One yassignment OR Four yassignment OR One ylevel Legal Analysis S	ated area from an a ear of related expe years of experience ear of experience r	ccredited colleg rience in area of in the related a equired at the lo	e or f rea of ower
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP042	Legal Analysis Spec 3	Professional	Professional	Professionals	SWD	L
for a progr to the lega	ary ad supervision, provides legal and supervision, provides legal and amount and department. Mail division. Assists with complex sad worker.	ay act as a liaison	Entry Qualifications Bachelor's degree in administration or relauniversity AND Three assignment OR Six yeassignment OR Two ylevel Legal Analysis Si	ated area from an a years of related ex ars of experience ir rears of experience	ccredited colleg perience in area the related are required at the	e or of a of lower

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP043	Legal Analysis Spec Spv	Supervisor	Supervisor	Professionals	SWD	M

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Directs personnel providing legal analysis services and representation for programs and/or services.

Entry Qualifications

Bachelor's degree in business, business administration, public administration or related area from an accredited college or university AND Four years of related experience in area of assignment OR Six years of experience in the related area, Two years of which in a lead/supervisory position OR Two years of experience required at the lower level Legal Analysis Spec 3 (LEP042) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP060	Vets Claims & Appeals Ofc 1	Professional	Professional	Professionals	SWD	G

Job Summary

Under supervision and in accordance with Title 38, US Code of Federal Regulations, Georgia State regulations, policies, procedures and guidelines, counsels and assists veterans, their dependents and survivors by assisting with presenting actual evidence to determine initial eligibility for Veterans Affairs benefits, assisting with representing claimants in non-judicial appellate actions by gathering facts and historical evidence. May serve as assistant representative before either local VA hearing officers or before the Board of Veterans Appeals, assisting with researching US Codes, federal regulations, and VA policies and procedures to monitor and resolve claim issues at the federal level, assisting in the submission of client applications for all veterans entitlement programs.

Entry Qualifications

Bachelor's degree in counseling, business management, sociology, psychology or a closely related field from an accredited college or university AND One year of experience deriving information from interviews, field or office investigations or research, and interpretation or application of laws, rules or policies.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP061	Vets Claims & Appeals Ofc 2	Professional	Professional	Professionals	SWD	J

Job Summary

Under general supervision and in accordance with Title 38, US Code of Regulations, Georgia regulations, policies, procedures and guidelines, counsels and assists veterans, their independents and survivors by presenting actual evidence to determine initial eligibility for Veterans Affairs benefits, representing claimants in non-judicial appellate actions by stating facts and historical evidence before either local VA hearing officers or before the Board of Veterans Appeals, researching US Codes, federal regulations, and VA policies and procedures to monitor and resolve claim issues at the federal level, submitting client applications for all veteran entitlement programs.

Entry Qualifications

Bachelor's degree in counseling, business management, sociology, psychology or a closely related field from an accredited college or university AND Two years of experience deriving information from interviews, field or office investigations or research, and interpretation or application of laws, rules or policies required at the lower level Vets Claims & Appeals Ofc 1 (LEP060) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP062	Vets Sr Claims & Appeals Ofc	Professional	Professional	Professionals	SWD	K

Job Summary

Under broad supervision and in accordance with Title 38 US Code of Federal Regulations, Georgia State regulations, policies, procedures and guidelines, counsels and assists veterans, their dependents and survivors by presenting actual evidence to determine initial eligibility for Veterans Affairs benefits, representing claimants in non-judicial appellate actions by stating facts and historical evidence before either local VA hearing officers or before the Board of Veterans Appeals, researching US Codes, federal regulations, and VA policies and procedures to monitor and resolve claim issues at the federal level, submitting client applications for all veterans entitlement programs.

Entry Qualifications

Bachelor's degree in counseling, business management, sociology, psychology or a closely related field from an accredited college or university AND Three years of experience deriving information from interviews, field or office investigations or research, and interpretation or application of laws, rules or policies required at the lower level Vets Claims & Appeals Ofc 2 (LEP061) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP063	Vets Claims & Appeals Ofc Spv	Supervisor	Supervisor	Professionals	SWD	L

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises personnel assigned to the Claims Division, Georgia Dept. of Veterans Services. Ensures all claims and benefits actions for veterans, their dependents and survivors are in accordance with Title 38 US Code of Federal Regulations, state and federal policies, procedures, and guidelines.

Entry Qualifications

Bachelor's degree in counseling, business management, sociology, psychology or a closely related field from an accredited college or university AND Five years of experience deriving information from interviews, field or office investigations or research, and interpretation or application of laws, rules or policies required at the lower level Vets Sr Claims & Appeals Ofc (LEP062) or position equivalent.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP070	Veterans Field Svc Ofc 1	Professional	Professional	Office/Clerical	SWD	F

Job Summary

Under supervision, counsels and assists veterans, their dependents and survivors in applying for all veterans entitlement programs in accordance with Title 38 US Code of Federal Regulations, state and federal policies, procedures, and guidelines. Performs related duties as directed.

Entry Qualifications

High school diploma or GED AND Two years of college level coursework in any field (minimum 60 semester hours or equivalent) AND Six months of clerical level experience that included typing or word processing and interviewing.

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP071	Veterans Field Svc Ofc 2	Professional	Professional	Office/Clerical	SWD	Н

Job Summary

Under general supervision, counsels and assists veterans, their dependents and survivors in applying for all veterans entitlement programs in accordance with Title 38 US Code of Federal Regulations, state and federal policies, procedures and guidelines. May assume responsibility for operation of a field office and perform related duties as directed.

Entry Qualifications

High school diploma or GED AND Two years of college level coursework in any field (minimum 60 semester hours or equivalent) AND Two years of experience required at the lower level Veterans Field Svc Ofc 1 (LEP070) or position equivalent.

Job C	ode Catalog: Leg	al	As of: 12/01/2016			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP072	Veterans Sr Field Svc Ofc	Professional	Professional	Office/Clerical	SWD	1
their depe entitlemer of Federal procedure	ary ad supervision, counsels and as ndents and survivors in applyin nt programs in accordance with Regulations, state and federal p s and guidelines. May assume r of a field office and perform rel	g for all veterans Title 38 US Code policies, esponsibility for	Entry Qualifications High school diploma of coursework in any field equivalent) AND Two level Veterans Field Sv	d (minimum 60 sem years of experience	ester hours or required at the	e lower
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LEP073	Veterans Field Svc Ofc Spv	Supervisor	Supervisor	Office/Clerical	SWD	L
of subordi for veterar accordance	e, guides, and/or instructs the water staff. Ensures all claims and sand, their dependents and survive with Title 38 US Code of Fede federal policies, procedures and	d benefits actions ors are in ral Regulations,	Entry Qualifications High school diploma of coursework in any fiel equivalent) AND Five level Veterans Sr Field	d (minimum 60 sem	ester hours or required at the	e lower
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET010	Child Enforcement 1	Technician	Technician/Uncertifie	d Paraprofessionals	SWD	F
support ob	ect supervision, establishes and bligations of responsible parent ort activities with legal, judicial,	s. Coordinates	Entry Qualifications Associate's degree from an accredited college or university OR High school diploma or GED AND One year of experience which involved interviewing, collections, customer service, and other related experience.			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET011	Child Enforcement 2	Technician	Technician/Uncertifie	d Paraprofessionals	SWD	G
Job Summary Under general supervision, establishes and enforces child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.		Entry Qualifications Bachelor's degree from an accredited college or university OR High school diploma or GED AND Two years of experience, which involved interviewing, collections, customer service, and other, related experience OR One year of experience required the lower level Child Enforcement 1 (LET010) or position equivalent.				
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET012	Child Enforcement 3	Technician	Technician/Uncertifie	d Paraprofessionals	SWD	Н
support ob child suppo	ary ad supervision, establishes and bligations of responsible parent ort activities with legal, judicial, ons. Conducts administrative he	s. Coordinates , and public	Entry Qualifications Bachelor's degree from One year of relevant of AND Three years of reexperience required a (LETO11) or position e	experience OR High s elevant experience O t the lower level Chi	school diploma R Two years o	or GED

(LET011) or position equivalent.

preparing for court proceedings. Performs legal research.

As of: 12/01/2016

Job Code Catalog: Legal			AS 01: 12/01/2016			
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET013	Child Enforcement Spv	Supervisor	Supervisor	Paraprofessionals	SWD	1
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Supervises a unit to establish and enforce child support obligations of responsible parents. Coordinates child support activities with legal, judicial, and public organizations.		Entry Qualifications Bachelor's degree from Two years of relevant of GED AND Four years of in an advanced/superv required at the lower I position equivalent.	experience OR High f relevant experienc risory level OR Two y	school diplome, Two years of exper	na or of which rience	
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET020	Legal Secretary 1	Technician	Technician/Uncertified	Office/Clerical	SWD	F
	ect supervision, helps prepare pondence. Assists legal staff i	•	Entry Qualifications High school diploma or office setting using cor	•	r of experienc	e in an
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET021	Legal Secretary 2	Technician	Technician/Uncertified	Office/Clerical	SWD	Н
_	eral supervision, prepares leg dence. Assists legal staff in pr		Entry Qualifications High school diploma or legal setting using com experience in an office	puter software OR	Two years of	
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET022	Legal Secretary 3	Technician	Technician/Uncertified	Office/Clerical	SWD	1
Job Summary Under broad supervision, prepares legal documents and correspondence. Assists legal staff in preparing for court proceedings. May assist with legal research and supervise subordinate staff.		Entry Qualifications Associate's degree in office management, paralegal or related area from an accredited college or university or equivalent education AND One year of related experience OR Two years of experience in a legal setting performing duties equivalent to the area of assignment OR One year of experience required at the lower level Legal Secretary 2 (LETO21) or position equivalent.				
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET023	Legal Secretary Spv	Supervisor	Supervisor	Office/Clerical	SWD	K
of subordi	ary s, guides, and/or instructs the nate staff. Oversees the preparation of the correspondence. Assists	aration of legal	Entry Qualifications Associate's degree in p college or university Al worker OR Three years	ND One year of expe	erience as a le	ead

which was as a lead/supervisory level OR Two years of experience required at the lower level Legal Secretary 3

(LET022) or position equivalent.

As	of:	12/	01,	/2	01	6
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Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET030	Paralegal 1	Technician	Technician/Certified	Paraprofessionals	SWD	G
Job Summary Under direct supervision, conducts research to support a legal proceeding, to formulate a defense, or to initiate legal action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews.			Entry Qualifications Associate's degree in p college or university O program OR One year environment.	R certificate from a	paralegal train	ning

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET031	Paralegal 2	Technician	Technician/Certified	Paraprofessionals	SWD	Н

Job Summary

Under general supervision, conducts research to support a legal proceeding, to formulate a defense, or to initiate legal action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews

ients and interviews.		environment.				
Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade	
Paralegal 3	Technician	Technician/Certified	Paraprofessionals	SWD	I	

anvironment

Entry Qualifications

Job Summary

Job Code

LET032

Under broad supervision, provides assistance and coordination in preparing and conducting research to support a legal proceeding, to formulate a defense, or to initiate legal or administrative action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews.

Entry Qualifications

Associate's degree in paralegal studies from an accredited college or university AND One year of experience as a legal assistant in a legal environment OR certificate from a paralegal training program AND Two years of experience as a legal assistant in a legal environment OR Four years of experience as a legal assistant in a legal environment.

Associate's degree in paralegal studies from an accredited

Two years of experience as a legal assistant in a legal

college or university OR certificate from a paralegal training

program AND One year of experience in a legal environment OR

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET033	Paralegal 4	Technician	Technician/Certified	Paraprofessionals	SWD	J

Job Summary

Under limited supervision, provides assistance and coordination in preparing and conducting research to support a legal proceeding, to formulate a defense, or to initiate legal or administrative action. Drafts and prepares legal documents for review. Assists legal offices with scheduling hearings, appointments and interviews. May also serve as a subject matter expert and/or a lead worker.

Entry Qualifications

Associate's degree in paralegal studies from an accredited college or university AND Two years of experience as a legal assistant in a legal environment OR certificate from a paralegal training program AND Three years of experience as a legal assistant in a legal environment OR Five years of experience as a legal assistant in a legal environment OR One year of experience required at the lower level Paralegal 3 (LET032) or position equivalent.

As of:	12/	01/	/20	16
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Job Code Catalog. Legal			A3 01. 12/01/2010				
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade	
LET034	Paralegal Spv	Supervisor	Supervisor	Paraprofessionals	SWD	L	
of subordi to support to initiate prepares le	ary s, guides, and/or instructs the value staff in preparing and contains a legal proceeding, to formula legal or administrative action. Legal documents for review. Assigning hearings, appointments and appointments of the state of the sta	ducting research ate a defense, or Drafts and sists legal offices	Entry Qualifications Associate's degree in pacellege or university A assistant in a legal environment training program AND assistant in a legal environment legal assistant in a legal required at the lower lequivalent.	ND Three years of exironment OR certific Four years of experi Fronment OR Six years I environment OR C	xperience as a cate from a pa ence as a lega ars of experier one year of ex	legal ralegal al ace as a perience	
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade	
LET040	Contract Complnc Tech 1	Technician	Technician/Uncertified	d Paraprofessionals	SWD	F	
	ect supervision, provides assistatent, negotiation, and evaluatio		Entry Qualifications Bachelor's degree in b an accredited college of an accredited college of experience in business years of experience in	or university OR Bac or university AND Six s, accounting or a rel	helor's degree months of ated field OR	e from Three	
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade	
LET041	Contract Complnc Tech 2	Technician	Technician/Uncertified	d Paraprofessionals	SWD	G	
_	ary eral supervision, provides assisent, negotiation, and evaluatio		Entry Qualifications Bachelor's degree in b an accredited college of experience in business Bachelor's degree from Two years of experien field OR Four years of related field.	or university AND Six s, accounting or a rel n an accredited colle ce in business, accou	months of ated field OR ge or univers unting or a rel	ity AND ated	
Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade	
LET042	Contract Complnc Tech 3	Technician	Technician/Uncertified	d Paraprofessionals	SWD	Н	
Job Summary Under broad supervision, provides assistance in the development, negotiation, and evaluation of legal contracts. May also serve as a lead worker.			Entry Qualifications Bachelor's degree in business, accounting or related field from an accredited college or university AND One year of experience in business, accounting or a related field OR Five years of experience in business, accounting or a related field OR One				

year of experience required at the lower level Contract Complnc

Tech 2 (LET041) or position equivalent.

As of: 12/01/2016

Job Code	Job Title	Function	Sub Function	EEO-4	Salary Plan	Grade
LET043	Contract Complnc Tech Spv	Supervisor	Supervisor	Paraprofessionals	SWD	1

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Provides assistance in the development, negotiation, and evaluation of legal contracts.

Entry Qualifications

Bachelor's degree in business, accounting or related field from an accredited college or university AND Three years of experience in business, accounting or a related field OR Seven years of experience in business, accounting or a related field OR One year of experience required at the lower level Contract Complnc Tech 3 (LET042) or position equivalent.